

CIG Administrative Instructions

SECRET

1 of 1

SECRETCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT: Distribution and Control of the National Security Council Intelligence Directives and the Director of Central Intelligence Directives.

1. Physical distribution and accountability of the NSCID's and DCID's is the responsibility of the Office of Collection and Dissemination.
2. Distribution will be controlled by the Executive's Office in every instance.
3. All copies of the NSCID's being received by the Coordination, Operations and Policy Staff will be forwarded to the Executive's Office, where distribution will be indicated, and ^{by} dispatched to the Office of Collection and Dissemination for distribution.
4. Director of Central Intelligence Directives when published by the Reproduction Plant will be sent to OCD and one copy dispatched directly to the Executive's Office. ^{Section} OCD Distribution will not disseminate the document ^{unless} ~~unless~~ the Executive's Office has ~~approved dispatch~~ ^{provided an approved distribution list}.
5. National Security Council Intelligence Directives and Director of Central Intelligence Directives will be distributed only as indicated by the ~~Office of the Executive~~ ^{additional reproduction ~} and no ~~further~~ ^{OCD or any} distribution will be made by ~~the recipient~~ ^{the recipient} without the ^{prior} approval of the Executive ~~Office~~ ^{Office}. ~~Additional distribution of extra copies must also be approved by the Executive Office.~~

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN
Executive

DISTRIBUTION:

SECRET

STATINTL

Secret or
to OOD



TKS to Ex for further
Instructions & Distribution,

No info. by OOD or
anyone except w/ OK
of Ex's Office.

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UNCLASSIFIED		RESTRICTED		<u>CONFIDENTIAL</u>		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO				INITIALS		DATE	
1	Ex			Clew		18 Nov	
2	[REDACTED]						
3							
4							
5							
FROM				INITIALS		DATE	
1	Chief Tech						
2							
3							
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div>							
REMARKS: The draft you desired.							
(2) Please hold for return of Mr. Saunders - Clew							
SECRET		<u>CONFIDENTIAL</u>		RESTRICTED		UNCLASSIFIED	
FORM NO. 30-4 SEP 1947							

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : [REDACTED] Management Officer

DATE: 21 November 1949

FROM : Chief, Advisory Council

SUBJECT: Distribution and Control of the NSCID's and DCID's

Chief, Advisory Council, concurs in your memorandum of 16 November 1949 regarding distribution and control of NSCID's and DCID's.

25X1A

for [REDACTED]
Captain, USN

~~SECRET~~

11/21/49

25X1A

UNCLASSIFIED		RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)				
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1	Asst. Director for Collection and Dissemination	<i>Just</i>	<i>21 Nov</i>	
2	<i>Management Officer</i>			
3				
4				
5				
FROM		INITIALS	DATE	
1	Management Officer	<i>Just</i>	11/18/49	
2				
3				

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: *Request 3 copies as finally approved be sent this office for AD/OC, Liaison, and Library.*

Just

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FORM NO. 30-4
SEP 1947

SECRET

16 November 1949

MEMORANDUM FOR: Chief, Advisory Council
Assistant Director for Collection and Dissemination

SUBJECT: Distribution and Control of the NSCID's and DCID's.

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1. To confirm conversations and verbal agreements between [redacted] of OCD, [redacted] of the Advisory Council, and [redacted] Management Officer, the following procedure will be observed in the distribution and accountability of the NSCID's, DCID's, [redacted] material and JCS material:

a. The NSCID's and DCID's will be distributed by OCD based upon the predetermined distribution established by the Executive. However, as each issue is sent to OCD for distribution, the Executive Office will be contacted for verification of the distribution list prior to dissemination. Requests for additional copies from any source will also be subject to the approval of the Executive Office.

b. JCS material is already being handled by OCD and does not need clarification here.

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c. All old [redacted] material will be turned over to OCD for central filing.

d. NSC's will be handled by the Director's Office, and are not considered a part of this study.

e. Certain NSCID's which have already been received will be held by the Advisory Council because of extremely limited distribution, and will be acted upon by separate instruction. They are NSCID's Nos. 5 and 9.

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2. Request that your comment or concurrence on the above subject be returned to the Management Staff on or before 25 November 1949.

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Concur for OCD

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STANDARD FORM NO. 64

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Executive Registry

0-7615

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Executive

DATE: 16 November 1949

FROM : Management Officer

SUBJECT: Distribution and Control of the NSCID's and DCID's.

Reference the attached penciled memorandum from you dated 14 November 1969, this is to advise that the material in question had been transferred to OCD prior to your departure for military duty. The policy for distribution will undoubtedly be satisfied before your return on the 29th of November, with the exception of certain very limited distribution items (NSCID Nos. 5 and 9). This will be held for your decision. For the procedure regarding distribution, see the attached memo addressed to the Advisory Council and OCD.

25X1A

1 Attach.

Cy Memo 11/16/49

Margaret

Take over 5 & 9 here for later
determination re OCD handling.

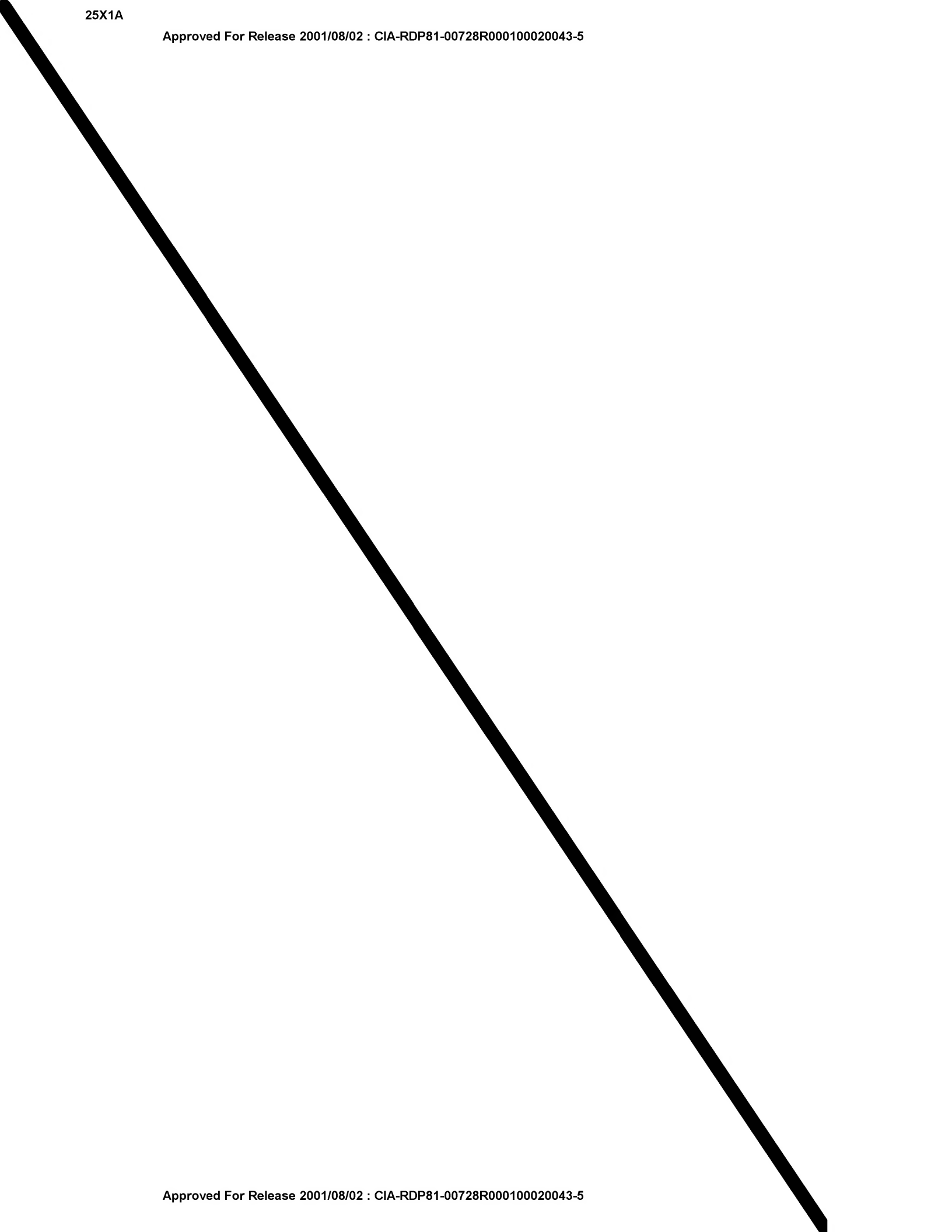
WDS
21 Nov


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(SENDER WILL CIRCLE C' IF INFORMATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO						INITIALS	DATE
1	[REDACTED]						
2	via:DD/A					OS	7 Feb
3							
4							
5							
FROM						INITIALS	DATE
1	Exec Asst to DCI					OS	6 Feb 51
2							
3							
<input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE							
REMARKS: Per telephone conversation. (1) Please issue change in orders. WJ							
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FORM NO. 30-4
SEP 1947



UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY							
OFFICIAL ROUTING SLIP <i>ER 1-996</i>							
<i>Ref: ER 1-813</i>							
TO		INITIALS		DATE			
1	<i>Chief, COAPS</i>	<i>PZ</i>		<i>29 June</i>			
2	<i>Management Office</i>						
3	<i>Central Records</i>						
4							
5							
FROM		INITIALS		DATE			
1	<i>Acting Exec</i>	<i>AD</i>		<i>28 June</i>			
2							
3							
<input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> <i>1,2</i> INFORMATION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input checked="" type="checkbox"/> <i>3</i> FILE							
REMARKS: <i>DCI has signed stencil which will be reproduced & distributed immediately.</i> 							
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FORM NO. 30-4 SEP 1947							

Next 3 Page(s) In Document Exempt

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Acting Executive	103	15 June
2	Chief, COAPS		
3			
4			
5			
FROM		INITIALS	DATE
1	Chief, COAPS	103	14 June
2			
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input checked="" type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>REMARKS: Recommended changes are indicated in pencil on the draft.</p> <p style="text-align: right;">103</p>			
SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED			

FORM NO. 30-4
SEP 1947

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Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020043-5

21-813

4 358

Office Memorandum • UNITED STATES GOVERNMENT

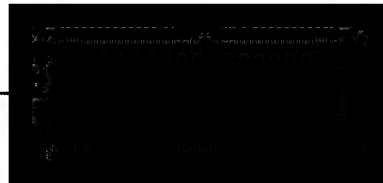
TO : Chief, Coordination, Operations & Policy Staff DATE: 19 June 1950
FROM : Assistant Director, Office of Special Operations
SUBJECT: 

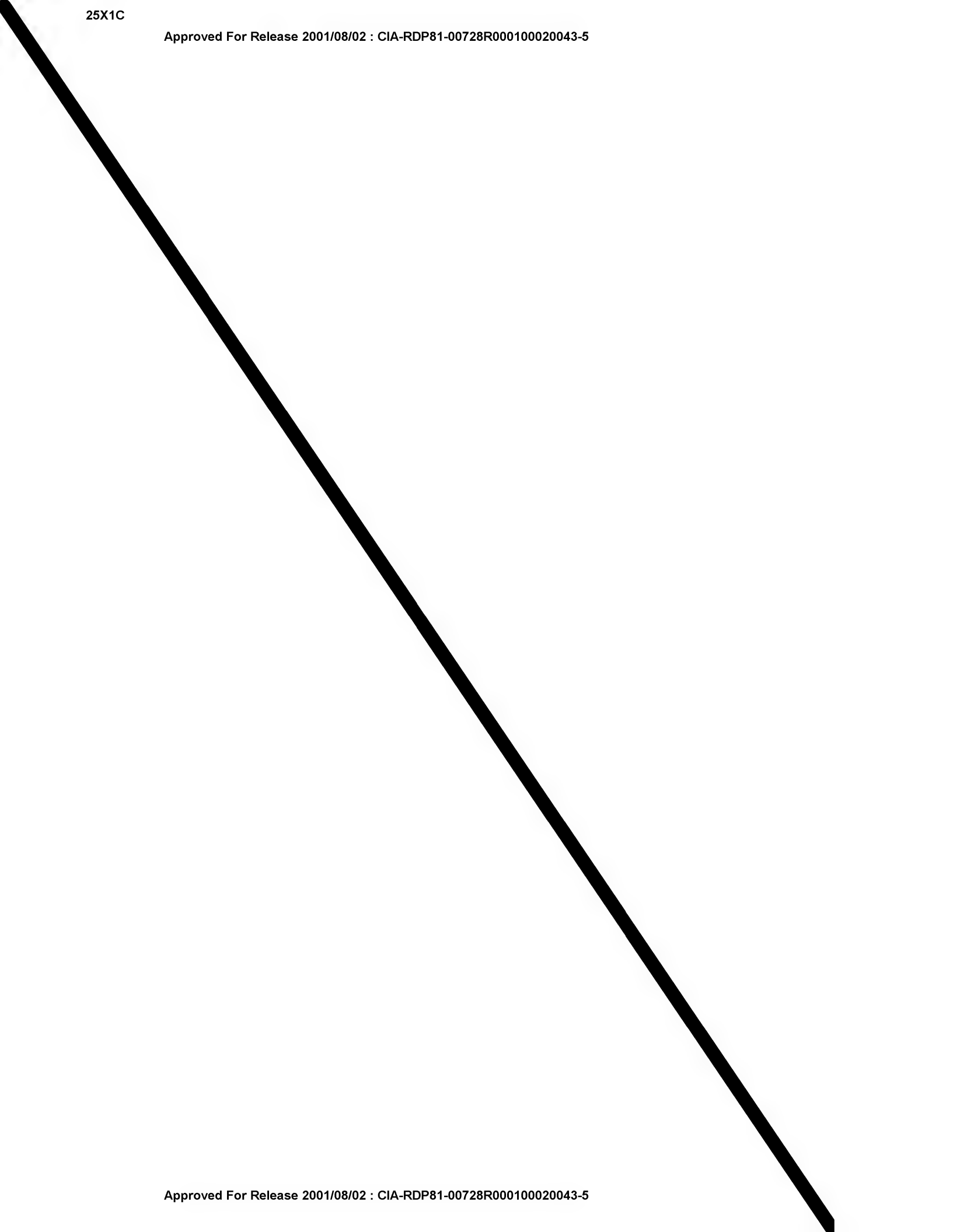
Enclosure: Draft Administrative Instruction dated 13 June 1950

25X1C

The attached draft Administrative Instruction dated 13 June 1950 is concurred in with the exception of the last sentence of paragraph 3b. It is recommended that that portion of the sentence beginning with "and that the specific" to the end, be eliminated. However, if this specific statement has been included as an "SOP" for OPC, then it is recommended that the paper be changed only by adding at the end of the sentence, "and conversely AD/PC will fully recognize the specific interest of OSO." ←

25X1A

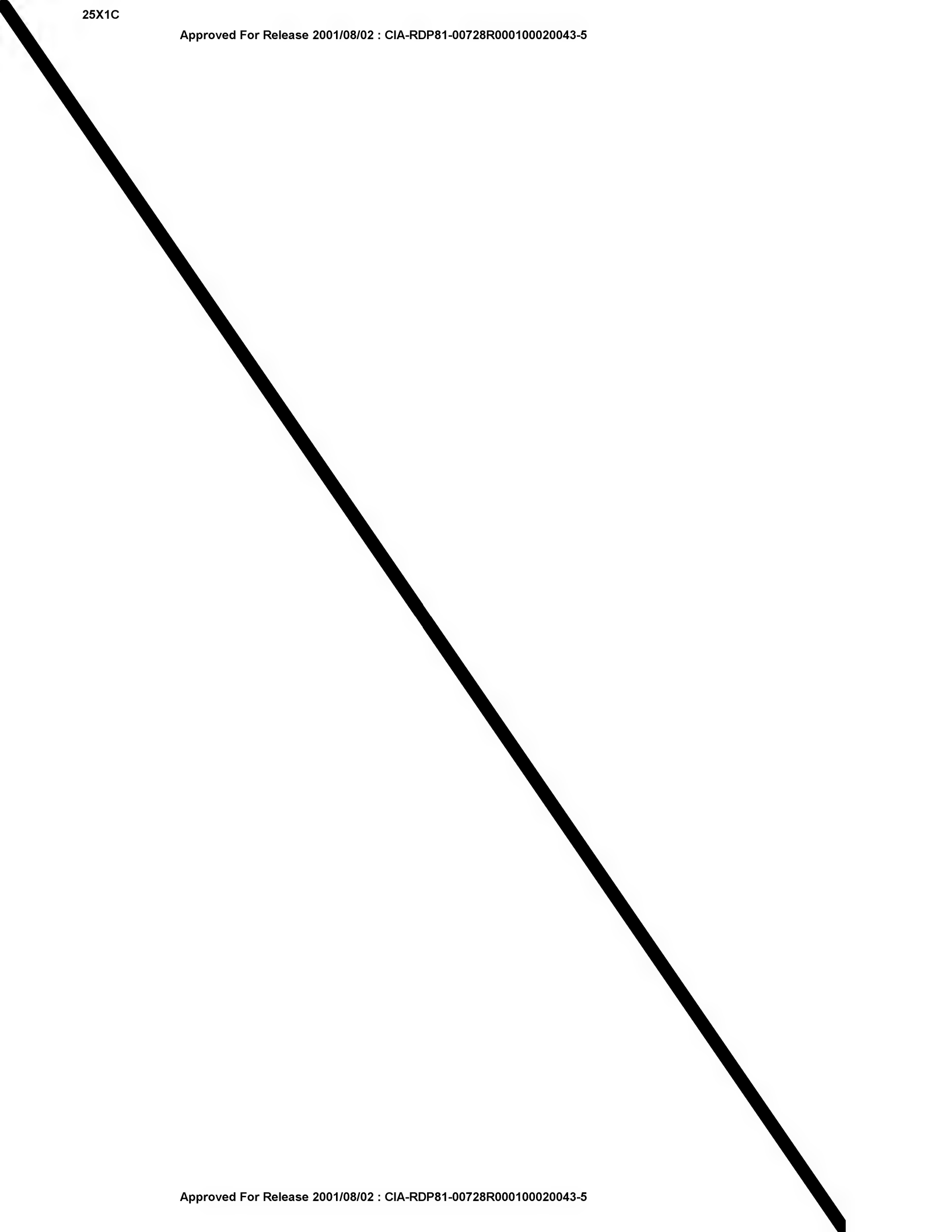
~~SECRET~~



CIRCULATE
IN COAPS

CHIEF	<i>PC</i>
STATE	<i>JmarC</i>
ARMY	<i>6</i>
NAVY	<i>6</i>
AIR	<i>R</i>
FILES	
RETURN	<i>0</i>

I don't think the
ORE suggestion should
be accepted since it
on an interagency basis
JmarC



SECRET

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (Check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:


SP

NO.

26341

DATE

JUN 20 1950

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. OSP				<i>LSH</i>	
2. EAD			20	<i>June</i>	
3. CHIEF, COAPS		20			
4.					25X1A
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

FORM NO. 51.10
APR 1949

W 5451

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Next 1 Page(s) In Document Exempt

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EA-1-813

19 June 1950

TO : Chief, COAPS

FROM : Chief, I&SS

SUBJECT : [REDACTED]

25X1C

REFERENCE: Memorandum of 14 June 1950, enclosing Draft of
Administrative Instruction, dated 13 June 1950

This is to advise you of the concurrence of this
Office with the draft of Administrative Instruction, dated
13 June 1950.

25X1A

[REDACTED]
SHEPHERD EDWARDS
Chief, Inspection and Security

SECRET

Next 2 Page(s) In Document Exempt